



Muscogee (Creek) Nation

Human Resource Management Services

Employee Requisition

PO BOX 580
OKMULGEE, OK 74447
Telephone (918) 732-7827
Toll-Free (800) 482-1979
Fax (918) 756-2284

Submitted Date 07/18/2016	Employee Requisition Number	JOB OPPORTUNITY	
Title/Position: ENVIRONMENTAL SPECIALIST			
Pay Grade SG 11		Salary Range \$35,859-46,820	
Department: ENVIRONMENTAL SERVICES		Classification Full Time	
		Location: Okmulgee	Location Code: 222
		FT/PT 1-Full Time	

**COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.
MUSCOGEE (CREEK) AND INDIAN PREFERENCE.**

General Summary:	Under the Supervision of the Secretary of the Interior and the Environmental Director and Environmental II the Environmental Specialist I will conduct Environmental reviews and perform Lead Based Paint testing for the Muscogee (Creek) Nation and the Muscogee (Creek) Nation Housing Division. Inspect and write reports on New Construction sites and modernization sites/projects for single and multiple family dwellings.
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> 1. Must be able to read and locate legal descriptions and plat sites using county, city, and USGS topographic and FEMA flood maps. Must be able to locate physical sites and give accurate directions to sites. Must be able to use GPS and understand latitude and longitude coordinates. 2. Inspect site for all environmental issues including floodplains, railroads, noise levels, soils, water, and accessibility for new constructions and renovations. 3. Prepare and submit reports on all sites inspected and all lead hazard testing conducted for review by the Environmental Services Department Director. 4. Assist in Mold, Methamphetamine, and Asbestos investigations and other environmental complaints. 5. Participate in recycling events and activities as requested. 6. Maintain field equipment in good working order, 7. Perform routine daily inspections and maintenance on assigned vehicles. 8. Perform other duties as required. Other duties may include assignments in job classifications other than their own.
Minimum Requirements:	Associates Degree from a two-year college or university and a minimum of three (3) years related experience and/or training or equivalent combined of Education and experience.
Preferred Requirements:	One (1) to three (3) years work experience with the EPA, ODEQ or related Federal Government or Tribal Agency.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses	Water Sampling or experience with Water Projects such as 106 Grants or



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required:

other Water Grants knowledge.

Competencies:

- Customer Service:** Responds promptly to customer needs.
- Interpersonal Skills:** Maintains confidentiality; Keeps emotions under control.
- Oral Communication:** Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
- Written Communication:** Writes clearly and informatively; Able to read and interpret written information.
- Teamwork:** Balances team and individual responsibilities.
- Visionary Leadership:** Inspires respect and trust.
- Ethics:** Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support:** Follows policies and procedures; Supports organization's goals and values.
- Quality:** Demonstrates accuracy and thoroughness.
- Quantity:** Completes work in timely manner.
- Safety and Security:** Observes safety and security procedures.
- Attendance/Punctuality:** Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability:** Follows instructions, responds to management direction.

Physical Demands:

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move:

☒ Up to 50 lbs. ☐ Up to 100 lbs. ☐ Over 100 lbs.

☐ Physical Exam Required

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed:

- ☐ Fumes or airborne particles ☒ Outside weather conditions ☐ Toxic or caustic chemicals
☐ Risk of electrical shock ☐ Vibration ☒ Loud Noise

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Public Relations:

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all



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other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.